

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 2

January 5, 2006

APPROVED BY THE BOARD OF POLICE COMMISSIONERS ON NOVEMBER 7, 2005

**SUBJECT: INVESTIGATIVE RESPONSIBILITY FOR ANIMAL SHOOTINGS AND
NON-TACTICAL/ACCIDENTAL OR NEGLIGENT DISCHARGE OF A
FIREARM - REVISED**

PURPOSE: This Order allows for the reassignment of investigative responsibility for animal shootings and non-tactical/accidental or negligent discharges of a firearm, from Force Investigation Division (FID) to the Area/division of the involved employee. Force Investigation Division will be notified of all animal shootings and non-tactical/accidental or negligent discharge of a firearm incidents and determine if, due to unusual circumstances, FID will assume investigative responsibility from the involved Area/division.

PROCEDURE:

- I. INVESTIGATION OF ANIMAL SHOOTING AND
NON-TACTICAL/ACCIDENTAL OR NEGLIGENT DISCHARGE OF A
FIREARM REPORT, FORM 1.67.08 - ACTIVATED.** Investigation of Animal Shooting and Non-Tactical/Accidental or Negligent Discharge of a Firearm Report, Form 1.67.08, is activated (Attachment 1).
 - A. Use of Form.** This form is used to report an animal shooting and/or non-tactical/accidental or negligent discharge of a firearm by an employee.
 - B. Completion.** This form shall be completed by the investigating supervisor for an animal shooting and/or non-tactical/accidental or negligent discharge of a firearm. Completion of the form is self-explanatory.
 - C. Distribution.** The original Investigation of Animal Shooting and Non-Tactical/Accidental or Negligent Discharge of a Firearm Report, Form 1.67.08, shall be forwarded to the Commanding Officer, Use of Force Review Division (UFRD), via the involved employee's chain of command for review. Upon the approval by the Commanding Officer, Use of Force Review Division, the report shall be forwarded to the Chief of Staff (COS) for review. Upon the approval by the COS, the

report shall be forwarded to the Office of the Chief of Police (OCOP). Upon the review and recommendation by the Chief of Police (COP), UFRD shall distribute copies of the report as follows:

- 1 - Original, Use of Force Review Division.
- 1 - Copy, Board of Police Commissioners.
- 1 - Copy, Office of the Inspector General.

3 - TOTAL.

Upon review and findings by the Board of Police Commissioners, UFRD shall distribute copies of the final report as follows:

- 1 - Copy, Training Group.
- 1 - Copy, Force Investigation Division.
- 1 - Copy, employee's bureau commanding officer (for distribution to involved Area/division).

3 - TOTAL.

**II. INVESTIGATING AN ANIMAL SHOOTING AND/OR
NON-TACTICAL/ACCIDENTAL OR NEGLIGENT DISCHARGE OF A
FIREARM OCCURRING ON-DUTY OR OFF-DUTY.**

A. Employee's Responsibility. When an **on-duty** or an **off-duty** employee is involved in an animal shooting or a non-tactical/accidental or negligent discharge of a firearm, the employee **shall**:

- * Secure and holster their weapon when safe (without reloading or altering the condition of the weapon, if possible);
- * Notify the watch commander or a supervisor without delay at their Area/division of assignment. If a watch commander or supervisor is unavailable, notify the Department Command Post (DCP) and the employee's division of assignment as soon as practicable;
- * If outside the City, contact the local law enforcement agency having jurisdiction and inform them of the circumstances surrounding the incident and request a report;
- * Preserve and contain the scene;

Note: In the case of an animal shooting, if the animal has sustained a non-fatal wound, the owner

may be allowed to transport the animal to a veterinarian of their choice. If the owner cannot be located, the Department of Animal Services should be contacted for advice, or if outside the City, contact the local law enforcement agency for advice. Under no circumstances shall an employee transport a wounded animal.

- * Provide a public safety statement to the first responding supervisor; and,
- * Document the facts of the incident on the appropriate report (i.e., crime, arrest or Employee Report, Form 15.07)

The appropriate report narrative shall include:

- * The circumstances of the incident;
- * Whether the weapon used was City or privately owned;
- * The date, time, and name of the supervisor notified at the employee's Area/division of assignment or the person notified at the DCP;
- * The names and contact information of any witnesses; and,
- * If outside the City, the date and time of the notification to the local law enforcement agency, and the name of the person notified.

Note: Employees shall document the name of the investigating supervisor in their related report under the heading, "Additional." Off-duty employees shall submit the required report(s) on their next scheduled working day if practicable.

B. First Responding Supervisor's Responsibility. The first responding supervisor to an animal shooting or non-tactical/accidental or negligent discharge of a firearm incident shall:

- * Ensure the employee's weapon is safely secured and holstered;
- * Obtain a public safety statement from the involved employee(s);
- * Ascertain if the incident involved any **suspected domestic violence** (if off-duty), **alcohol/narcotics, unusual circumstances or possible misconduct**;

- * Ensure the scene is preserved and the area is canvassed for witnesses;
- * Ensure all possible evidence is located and secured; and,
- * Notify the watch commander/Officer in Charge (OIC) of the involved employee's Area/division. If the officer's Area/division is closed, notify the DCP.

Note: If the first responding supervisor is not directly involved in the incident (i.e., provided guidance or direction during the incident, participated in on-scene pre-planning related to the incident, etc.) nothing precludes them from being assigned the investigative responsibility at the discretion of the watch commander/OIC of the involved employee's Area/division.

C. Investigating Supervisor's Responsibility. When an animal shooting or non-tactical/accidental or negligent discharge of a firearm occurs, an unininvolved supervisor (sergeant or detective supervisor) from the employee's command, or from the nearest Area when either the employee's command is closed or the employee's supervisor is not available to respond, shall be assigned to conduct the investigation.

The supervisor assigned to conduct the investigation shall:

- * Respond and conduct an on-scene investigation;
- * Ascertain if the incident involved any **suspected domestic violence** (if off-duty), **alcohol/narcotics, unusual circumstances or possible misconduct**;
- * Ensure the collection and preservation of all appropriate evidence;
- * Canvass the scene to locate witnesses, when appropriate;
- * Conduct and document individual interviews with all involved Department employees and civilian witnesses;

Note: Interviews of any non-Department employee witnesses shall be tape-recorded. If a tape-recorded interview is not possible, an explanation shall be required in the report along with a brief written summary of their non-taped statement.

- * Identify and document any inconsistencies from those interviews;

Note: If the supervisor conducting the investigation becomes aware of possible misconduct, then FID shall be notified and they will then determine if a response to the location is needed. If a response is warranted by FID, they will assume investigative responsibility.

- * Ensure that all related reports (i.e., crime, arrest or Employee Report, Form 15.07) contain a complete account of the incident;
- * Contact FID and obtain an FID Case Number for the investigation;
- * Complete an Investigation of Animal Shooting and Non-Tactical/Accidental or Negligent Discharge of a Firearm Report, Form 1.67.08, including an attached narrative containing the following report headings: **witness statements, injuries/medical treatment, photographs and other evidence, investigating supervisor's notes and addenda;**
- * Direct the employee to have the firearm used in the incident inspected at a Department Armory within two business days if practicable;
- * Ensure that a copy of the completed Weapon Discharge Inspection Report (obtained from SID at the completion of the gun inspection), is included with the final investigation; and,
- * Forward the completed Investigation of Animal Shooting and Non-Tactical/Accidental or Negligent Discharge of a Firearm Report, Form 1.67.08, along with all related reports, to their watch commander/OIC.

D. Watch Commander/OIC's Responsibility. When a watch commander/OIC becomes aware that an animal shooting or non-tactical/accidental or negligent discharge of a firearm has occurred, the watch commander/OIC shall:

- * Ensure a supervisor responds to the scene;
- * Notify FID and be guided by their advice;

Note: Unless unusual or suspicious circumstances exist or injuries were sustained (other than by the animal), the Area/division will be directed

by FID to conduct the investigation. A guideline for investigative responsibility has been provided for reference (Attachment 2).

- * Make the appropriate chain of command notifications, including the DCP;
- * Respond to the scene if inside the City;
- * Ensure that an investigating supervisor (sergeant or detective supervisor) is assigned to conduct the investigation;

Note: A supervisor involved in the incident shall not conduct the investigation. A supervisor who witnessed the incident generally should not be assigned to conduct the investigation. However, the watch commander/OIC may make exceptions on a case by case basis, based upon exceptional operational needs. Those exceptions shall be documented in the Watch Commander's Daily Report, Form 15.80, in the investigation, and in the supervisory log.

- * Ensure that the investigating supervisor complies with all investigative procedures;
- * Review and approve the completed investigation and if alleged misconduct is apparent, cause a Complaint Form, Form 1.28, to be initiated; and,

Note: Only the on-duty watch commander/OIC or designee of supervisory rank shall review the completed investigation. Under no circumstances shall the supervisor who conducted the investigation approve the Investigation of Animal Shooting and Non-Tactical/Accidental or Negligent Discharge of a Firearm Report, Form 1.67.08.

- * Ensure that all supervisors at scene are interviewed regarding their conduct at scene during the incident.

E. Commanding Officer's Responsibility. When a commanding officer becomes aware that an animal shooting or non-tactical/accidental or negligent discharge of a firearm has occurred involving an employee under their command, the commanding officer shall:

- * Ensure that all appropriate notifications are made;
- * Ensure a supervisor responds to the scene;

Note: If the geographical location, due to distance is an issue, then the commanding officer shall notify FID and be guided by their advice.

- * Determine which entity in their command will handle the investigation (i.e., supervisor or detective supervisor); and,
- * Review and approve the completed investigation and if alleged misconduct is apparent, cause a Complaint Form, Form 1.28, to be initiated.

Note: Animal shootings and non-tactical/accidental or negligent discharge of a firearm investigations shall be reviewed by the involved commanding officer or acting commanding officer within 14 calendar days of occurrence. Investigations not reviewed within this time frame require a written explanation on Intradepartmental Correspondence, Form 15.2, submitted to the Commanding Officer, Use of Force Review Division.

III. Department Command Post's Responsibility. When notified of an animal shooting or non-tactical/accidental or negligent discharge of a firearm involving an employee, the DCP shall make the following notifications:

- * Force Investigation Division (or the designated on-call FID team during non-business hours);
- * Office of the Chief of Police or his designee;
- * Office of the Inspector General on behalf of the Board of Police Commissioners;
- * Commanding Officer, Professional Standards Bureau;
- * Risk Management Group; and,
- * For those commands that are closed, the employee's chain of command shall be notified.

IV. Force Investigation Division's Responsibility. When notified of an animal shooting or non-tactical/accidental or negligent discharge of a firearm involving an employee, FID shall:

- * Determine whether FID or the Area/division of the involved employee will assume investigative responsibility; and,
- * Provide investigative advice to the Area/division's investigating supervisor as needed.

**V. ADJUDICATING AN ANIMAL SHOOTING OR
NON-TACTICAL/ACCIDENTAL OR NEGLIGENT DISCHARGE OF A
FIREARM.**

A. Commanding Officer, Use of Force Review Division's Responsibility. Upon receipt of the Investigation of Animal Shooting and Non-Tactical/Accidental or Negligent Discharge of a Firearm Report, Form 1.67.08, and related reports, the Commanding Officer, Use of Force Review Division, shall:

- * Review the completed Investigation of Animal Shooting and Non-Tactical/Accidental or Negligent Discharge of a Firearm Report, Form 1.67.08 and all related reports; and,
- * Forward the Investigation of Animal Shooting and Non-Tactical/Accidental or Negligent Discharge of a Firearm Report, Form 1.67.08, and all related reports attached, to the Chief of Staff.

B. Chief of Staff's Responsibility. Upon receipt of the Investigation of Animal Shooting and Non-Tactical/Accidental or Negligent Discharge of a Firearm Report, Form 1.67.08, and all related reports, the Chief of Staff, shall:

- * Review the completed Investigation of Animal Shooting and Non-Tactical/Accidental or Negligent Discharge of a Firearm Report, Form 1.67.08, and all related reports;
- * Determine whether a Use of Force Review Board should be convened based upon the circumstances of the incident;
- * When a Use of Force Review Board is **not convened**, the Chief of Staff shall review and sign the Use of Force Review Board Report, Form 1.67.0, and forward all documents to the Chief of Police for review; and,
- * Upon receipt of the disposition from the Chief of Police, notify the employee's bureau commanding officer of that disposition.

Note: The Board of Police Commissioners shall act as the final level of review for all animal shootings and non-tactical/accidental or negligent discharges of a firearm.

- C. **Bureau Commanding Officer's Responsibility.** Upon receipt of the disposition from the Chief of Police, notify the employee's commanding officer of that disposition as soon as practicable.
- D. **Commanding Officer's Responsibility.** Upon receipt of the disposition, notify the employee of the Chief of Police's final disposition as soon as practicable.

AMENDMENTS: This Order amends Sections 2/609.05 and 3/409.20, and adds Sections 4/204.82 and 5/1.67.08 to the Department Manual.

FORM AVAILABILITY: A Copy of the Investigation of Animal Shooting and Non-Tactical/Accidental or Negligent Discharge of a Firearm Report, Form 1.67.08, is attached for duplication and immediate use. The form will be added to the Local Area Network (LAN) and will be available for ordering from the Department of General Services, Distribution Center, in approximately 90 days.

AUDIT RESPONSIBILITY: The Commanding Officer, Professional Standards Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

WILLIAM J. BRATTON
Chief of Police

Attachments

Distribution "D"

LOS ANGELES POLICE DEPARTMENT

**INVESTIGATION OF ANIMAL SHOOTING AND
NON-TACTICAL/ACCIDENTAL DISCHARGE OF A FIREARM**

OFFICER INVOLVED SHOOTING

NON-TACTICAL/ACCIDENTAL DISCHARGE OF A FIREARM ANIMAL SHOOTING

SECTION I GENERAL INFORMATION								FID No.		DR No.			
Date of Incident	Day of Week	Time	Location of Occurrence						RD				
Date and Time of this Report			Officer's Area/Division of Assignment						Area/Division of Occurrence				
EMPLOYEES INVOLVED													
Name (Last, First, M.I.)	Serial No.	Area/ Div Detail	Sex	Desc	Ht	Wt	Age	In Uniform	Vest	On Duty	Injured (Y/N)	IOD (Y/N)	Light Duty (Y/N)
WITNESSES/NON-INVOLVED EMPLOYEE WITNESSES													
Last Name, First Name, Middle Initial	DOB	Address and Zip Code or Area and Unit of Employee's Assignment									Phone No.		
D.L. Number / SSN / Serial No.	This witness interviewed separately. Name/Serial No. of Supervisor Interviewing/Date/Time/Location of Interview										Tape No.		
Last Name, First Name, Middle Initial	DOB	Address and Zip Code or Area and Unit of Employee's Assignment									Phone No.		
D.L. Number / SSN / Serial No.	This witness interviewed separately. Name/Serial No. of Supervisor Interviewing/Date/Time/Location of Interview										Tape No.		
Last Name, First Name, Middle Initial	DOB	Address and Zip Code or Area and Unit of Employee's Assignment									Phone No.		
D.L. Number / SSN / Serial No.	This witness interviewed separately. Name/Serial No. of Supervisor Interviewing/Date/Time/Location of Interview										Tape No.		
<input type="checkbox"/> I have reviewed all reports related to this incident. <input type="checkbox"/> I was not involved in this incident. <input type="checkbox"/> I have interviewed all involved Department employees separately.													
FID Telephonic Notification made by:			FID Personnel Notified:						Date: _____ Time: _____				
Name _____	Serial No. _____	Name _____ Serial No. _____						Date: _____ Time: _____					
DCP Telephonic Notification made by:			DCP Personnel Notified:						Date: _____ Time: _____				
Name _____	Serial No. _____	Name _____ Serial No. _____						Date: _____ Time: _____					
Investigating Supervisor							Serial No.			Date			
Watch Commander/OIC Approving							Serial No.			Date			
Commanding Officer, Area							Serial No.			Date			
Commanding Officer, Bureau							Serial No.			Date			
Commanding Officer, Force Investigation Division (If Applicable)							Serial No.			Date			
Commanding Officer, Use of Force Review Division							Serial No.			Date			

LOS ANGELES POLICE DEPARTMENT

**INVESTIGATION OF ANIMAL SHOOTING AND
NON-TACTICAL/ACCIDENTAL DISCHARGE OF A FIREARM**

FID No.	DR No.
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SECTION II WEAPON INFORMATION - (To be completed in all cases)

<input type="checkbox"/> Personal <input type="checkbox"/> Department	<input type="checkbox"/> Handgun <input type="checkbox"/> Service <input type="checkbox"/> Backup	<input type="checkbox"/> Shotgun	<input type="checkbox"/> UPR	<input type="checkbox"/> Other: _____
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Make:_____ Model:_____ Serial No.:_____ Barrel:_____ Finish:_____

Capacity:_____

Type of Stocks:_____ Other Descriptors:_____

Fully loaded? Yes No Round in Chamber? Yes No _____ No. of Rounds in Magazine/Cylinder

Magazine Check Conducted by:_____ Date:_____ Time:_____ Loc:_____

Dept Approved Ammo? Yes No Description:_____ Type Holster:_____

Officer's Shooting Stance:_____ No. of Rounds Fired:_____ Direction:_____

Registered w/Dept Armory? Yes No As of:_____ Date of Weapons Training:_____

Department Armorer: Verifying and Contact Date:_____

Armorer Verifying: Name / Serial No.:_____ Armorer Contacted by: Name/ Serial No.:_____

Distance of Intended Target:_____ Shooting Background:_____

SECTION III ANIMAL INFORMATION

Name of Pet:_____ Type:_____ Breed:_____ Age:_____ Sex:_____

Prior Aggressive Behavior? Yes No

Responsible Party (Owner) Information: Name:_____ Address:_____

Phone:_____ CDL#:_____

Description of Injuries:_____

Name and Location of Veterinarian:_____

Department of Animal Services, Control Officer: Name:_____ Employee No.:_____

If Euthanized: Date:_____ Time:_____ Location:_____

Person Performing:_____

Owner Referred to City Clerk by:_____ Date:_____ Time:_____

**GUIDELINES FOR INVESTIGATIVE RESPONSIBILITY OF
ANIMAL SHOOTING AND
NON-TACTICAL/ACCIDENTAL DISCHARGE OF A FIREARM**

TYPE:	DUTY STATUS:	LOCATION:	INVESTIGATIVE ENTITY:
Animal Shooting	On-Duty	City of Los Angeles	Area/division of the involved employee, with the approval of FID
Animal Shooting	On-Duty	Outside City of Los Angeles	Area/division of the involved employee, with the approval of FID, and Local Law Enforcement Agency
Animal Shooting	Off-Duty	City of Los Angeles	Area/division of the involved employee, with the approval of FID
Animal Shooting	Off-Duty	Outside City of Los Angeles	Area/division of the involved employee, with the approval of FID, and Local Law Enforcement Agency
Non-Tactical/Accidental Discharge	On-Duty	City of Los Angeles	Area/division of the involved employee, with the approval of FID
Non-Tactical/Accidental Discharge	On-Duty	Outside City of Los Angeles	Area/division of the involved employee, with the approval of FID, and Local Law Enforcement Agency
Non-Tactical/Accidental Discharge	Off-Duty	City of Los Angeles	Area/division of the involved employee, with the approval of FID
Non-Tactical/Accidental Discharge	Off-Duty	Outside City of Los Angeles	Area/division of the involved employee, with the approval of FID, and Local Law Enforcement Agency

Attachment 1

Incident Overview:

- List the names and serial numbers of the officers involved.
- State if the OIS occurred while on or off-duty.
- State if the officers were in full uniform or plain clothes.
- State the location of occurrence and what the officers were doing there (Follow-up, radio call, etc...)
- State whether or not the officers were properly equipped (ballistic vests, batons, O/C, etc...)
- State what attempts, if any, the officers made to ascertain if there were any dog's at the location.
- Did the officers have a tactical plan?
- State which officer(s) shot, in which direction and how many rounds were fired.
- State what injuries the dog sustained.
- State if the officers notified a supervisor without delay, secured their weapon when tactically safe, preserved and contained the scene, and if outside the city limits, notified the outside law enforcement agency.

Witness Statements:

- Ensure that **ALL** Witness statements are tape-recorded.
- Include a brief synopsis of each of the witness statements.
- Create a heading for each synopsis including the witness's name, DOB, ID number, address and telephone number.

Injuries/ Medical Treatment:

- Include if the officers were injured and what medical treatment they received. (Admitted or released, what hospital, what doctor)
- Include if any civilians were injured and what medical treatment they received. (Admitted or released, what hospital, what doctor)

Evidence/ Photographs/ Diagrams:

- Include the name and number of the person taking photographs of the scene and a description of the photos. (Photo of casing, officers location, dog's location, shooting background, etc...)
 - If SID photos responded include the C#.
- Describe what evidence was recovered and where it was booked.
 - Include the DR# the evidence was booked under and what addenda # the property report falls under. (Addenda No.3, etc.....)
- State which officer completed the diagram of the scene and refer to the addenda # it falls under.

Investigating Supervisors Notes:

- Include which supervisor separated the officers and who took the public safety statement from the officers.
- Include if there was any inconsistencies in the officers statements.
- Include the name and serial number of the Department Command Post (RACR) officer contacted.
- Include the name and serial number of the FID personnel contacted and whether or not they responded.
- Include if the Watch Commander responded to the scene and the name and serial number of the Watch Commander.
- Include if the area was canvassed for witnesses.
- If the dog was taken to the Veterinarian, include who took the dog, the address of the Veterinarian, the name of the Veterinarian and the nature of the injuries.
- If the dog was injured include the name and serial number of the officer that contacted the owner and advised them of the status of the dog.
- Include if the weapon was found to operate as designed when armory personnel conducted the firearm inspection report.
- Include if the weapon was city or privately owned.

Addenda:

The following should be included in the addenda:

- Crime scene log
- Copy of ACC printout
- Copy of property report
- Diagram of scene
- Copy of Officers DFAR's
- Watch Commanders logs.
- Responding supervisors log(s)
- Firearm Inspection Report
- Copy of all applicable reports (Arrest, Follow-up, vehicle, etc....)

Animal Shootings/ Non-Tactical Accidental/Negligent Discharge Checklist

The following information must be included in the narrative of the report:

1. Did the Animal Shooting/ Non-Tactical Accidental or Negligent Shooting occur while:

- On-Duty
- Off-Duty

2. Upon becoming aware of the Animal Shooting/ Non-Tactical Accidental or Negligent Shooting, did the Commanding Officer/ Watch Commander/ OIC:

- Ensure that a supervisor responded to the scene.
Name and serial # of supervisor_____.
- Ensure that applicable Consent Decree mandates were addressed including separation and independent monitoring of involved and witnessing officers until compelled statements were obtained.
- Notify FID and be guided by their advice.
Name of person contacted at FID and time notified_____.
- Make the appropriate notifications including the DCP (RACR)
Name and serial # of DCP person contacted_____.
- Respond to the scene if in the City.
- Ensure that an **uninvolved** supervisor (sergeant or detective supervisor) is designated to conduct the investigation.
Name and serial # of supervisor assigned_____.
- Ensure that all supervisors are interviewed regarding their conduct at scene during the incident.
- Review and approve the completed investigation and if alleged misconduct is apparent, cause a Complaint Form, 1.28, to be completed.

3. Upon becoming aware of the Animal Shooting/ Non-Tactical Accidental or Negligent Shooting, did the Department Command Post (RACR) make notifications to:

- The Office of the Chief of Police or his designee;
Name and serial # of person contacted_____.
- Office of the Inspector General on behalf of the Board of Police Commissioners;
Name and serial # of person contacted_____.
- Commanding Officer, Professional Standards Bureau;
Name and serial # of person contacted_____.
- Risk Management Group;
Name and serial # of person contacted_____.

4. Did the **Investigating Supervisor** document if there was any suspected:

- Domestic Violence
- Alcohol/Narcotics influence
- Unusual circumstances

Animal Shootings/ Non-Tactical Accidental/Negligent Discharge Checklist

Possible misconduct

- If the supervisor becomes aware of possible misconduct, the supervisor shall conduct a personnel complaint preliminary investigation.

5. Include whether or not the involved officer appropriately and:

- Notified a supervisor without delay
- Secured weapon when tactically safe
- Preserved and contain the scene
- Notified outside law enforcement agency if outside the City.

6. Were the facts of the incident appropriately documented by the officer(s) involved using the appropriate report (i.e. , crime, arrest or Employee Report, Form 15.7)

Does the report narrative include:

- The circumstances of the incident;
- Whether the weapon used was City or privately owned;
- The date, time, and name of the supervisor notified at the employee's Area/division of assignment or the person notified at the DCP;
- The names and contact information of all witnesses; and,
 - If outside the City, the date and time of the notification to the local law enforcement agency, and the name of the person notified.

7. Include if the **Responding Supervisor** that arrived to the scene:

- Ensured that applicable Consent Decree mandates were addressed including separation and independent monitoring of involved and witnessing officers until compelled statements were obtained.
- Ensured that the employee's weapon was safely secured and holstered;
- Obtained a public safety statement from the involved employee(s).
- Ensured that the scene is preserved and all evidence is located and secured.
- Canvassed the scene for witnesses.

Document if there was any suspected:

- Domestic Violence
- Alcohol/Narcotics influence
- Unusual circumstances
- Possible misconduct

- If the supervisor becomes aware of possible misconduct, the supervisor shall conduct a personnel complaint preliminary investigation.

This is different than question 4. This is report content, not actions by officers.

Animal Shootings/ Non-Tactical Accidental/Negligent Discharge Checklist

8. If the incident involved an animal, include who cared for the animal in the narrative?
 - If the Department of Animal Regulations took custody of the animal:
Include the name and serial number of the officer who took custody of the animal.

9. Include if all non-Department employee witnesses interviews were tape- recorded.
 - If not, include an explanation of why they were not tape- recorded in the report along with a brief written summary of their non-taped statement.
 - Document any inconsistencies from the interviews.

10. The investigation file should include the following:
 - The employees 15.7
 - A summary of the witness statements
 - Any photographs that were taken (C# included)
 - Watch Commander and supervisor logs
 - Weapon Discharge Inspection Report
 - Diagrams
 - FID Case Number
 - The Investigation of Animal Shooting and Non-Tactical/ Accidental or Negligent Discharge of a Firearm Report (1.67.08) completed with an attached narrative including the following headings:
 - Witness Statements
 - Injuries/Medical Treatment
 - Photographs and Other Evidence
 - Investigating Supervisor's Notes
 - Addenda

11. Include in the narrative if the involved employee's firearm was inspected at a Department Armory within two business days?
 - If not include an explanation why not.

12. Insure that the investigation is reviewed by the involved commanding officer (or acting commanding officer) within 14 calendar days?

NOTE: If not, a written explanation of the delay needs to be documented on a 15.2 to Commanding Officer, Use of Force Review Division.